



ENT 300

BRICK AND CEMENT SUPPLIER

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1.2 Submission Letter

Brick and Cement Supplier,
Lot 125, Sub Lot 33,
Jalan Datuk Mohd Musa,
94300 Kota Samarahan,
Sarawak

Cik Siti Farah,
Lecturer of ENT 300,
Universiti Teknologi MARA,
Kampus Samarahan, Jalan Meranek,
94300 Kota Samarahan,
Sarawak.

date

Miss,

SUBMISSION LETTER OF BUSINESS PLAN.

Referring to the subject, we are the fourth semester student from Faculty Architecture, Planning and Surveying (AP116) would like to submit our business proposal on Brick and Cement supplier that we have prepared to fulfill the requirement of the Entrepreneurships subject (ENT 300).

2. This business plan is our plan to operate the business in order to become one of the ultimate brick and cement supplier in Malaysia. Therefore, we would like to give full appreciation for your advise in order to complete this project and hope this proposal contain the information needed as the guideline to run the business in future.

Thank you.

Yours sincerely,

(Hamilton Wan)

GENERAL MANAGER



1.3 Introduction to Business Plan

A Business Plan is a written document that serves as a blueprint and guide for a proposed business project that one intends to undertake. Business plan is important purposes to predict viability and explain all about our business such as our activities, strategy, financial or an other that related to business because it consists wholly. This also to make people and entrepreneurship easy communicate with each other and run the business easily from business plan, because all of the information are in it.

Nowadays, there are a lot of construction going on here in Kuching and needs plenty supply of bricks and cement. Our company is located at Kota Samarahan, Kuching. In this growing education area, there a lot of students as well as their families staying here. Some of them may need renovation in future to enlarge the existing houses. Therefore, we have decided to set up a company which major supply in bricks and cement to fulfill the needs of construction and renovation works that require the use of cement and bricks. We purposely choose the name “BRICK AND CEMENT SUPPLIER” to ease the contractors to find company that supply these construction material. The form of our business is partnership.

We provide better services in delivering the materials to the site where the construction are done. Besides that, we will assure that the materials delivered will have minimised damages. If the damage is caused by our side, we will pay back the compensation but if the damage is caused by the customer side, we will not bear the lost that occur.

Our business will commence on the 5th of January 2011 with the capital of RM 80 000 where each shareholder will invest RM15 000 per person and the general manager will contribute more than the other shareholder, RM20 000. Besides that, we also loan RM50 000 from the bank to buy a lorry for our business operation.



1.4 The Purpose of Preparing a Business Plan

The Business Plan is prepared for various reasons. Among the main reasons are:

a) To allow the entrepreneur to view and evaluate the proposed business venture in an objective, critical and practical manner.

The collapse of many business ventures can be attributed to the decisions and planning of the entrepreneurs who rely more on emotions and gut feeling rather than objective and rational considerations. With a business plan the entrepreneurs has solid and well rounded information to supplement the planning and decision-making process. This way, the entrepreneur has a more realistic and practical business plan.

b) To analyse and evaluate the viability of a proposed venture

A business plan can be used as a basis of determining the viability of a proposed business venture. The information gathering and analysis that is done as part of preparing the business plan can give an early indication as to the viability of a project. Hence, the entrepreneur can make a better judgment before investing in the proposed venture.

c) To convince relevant parties of the investment potential of the project

The Business Plan can be used as a communication tool to convince potential investors of the viability of a proposed venture. The availability of a Business Plan will boost the confidence of interested parties to finance partially or fully the cost of the venture. Potential investor includes financial institution, private or individual investors, suppliers and government agencies.